



- I. Three complete sets of plans are required to be submitted and, when required by the State Business and Profession Code, shall be wet-stamped and signed by a California-licensed architect or –registered engineer.
- II. The following items shall appear on the first sheet of the drawings:
  - A. **Applicable codes:** 2007 California Building Code, 2007 California Plumbing Code, 2007 California Mechanical Code, and 2007 California Electrical Code
  - B. **Building code data:** Existing and proposed group occupancy(ies) and use(s);  
Type(s) of construction, including fire sprinklers;  
Floor area per occupancy group/type of construction.
- III. Plans shall consist of:
  - A. **Plot Plan:**
    1. Legal description or AP number
    2. Existing buildings
    3. Location of space
    4. Use of adjacent spaces
  - B. **Floor Plan:**
    1. Fully dimensioned
    2. Use of spaces
    3. Exits (number, width, door hardware, signage)
    4. Location of all walls, doors, fixed equipment
    5. Area and/or occupation separation walls
  - C. **Corridor Section:**
    1. Construction for one-hour fire-rated assemblies
  - D. **Wall Sections:**
    1. Framing, height, insulation, finishes, support connections at top and bottom
  - E. **Suspended Ceiling & Soffits:**
    1. Suspend ceiling plan – ceiling heights and finishes
    2. Gravity and lateral support
    3. Details of soffit framing
  - F. **Energy Compliance:**
    1. Modifications to envelope – calcs required – blueprint ENV-1 forms onto plans
    2. Additional lighting load – calcs required – blueprint LTG-1 forms onto plans
    3. Additional HVAC equipment – calcs required – blueprint MECH-1 forms onto plans
    4. Mandatory features
  - G. **Disabled Access Compliance:**
    1. Area of improvement
    2. Primary path of travel to a primary building entrance and to the remodeled area
    3. Sanitary facilities, drinking fountains, and public telephones serving the remodeled area
  - H. **Plumbing, Mechanical, and Electrical:**
    1. Plans are required.
- IV. Outside agencies may impact your project. A list of such agencies, including the contact person and their telephone number is available at the Building Department counter. **Allow sufficient time for processing your plans through these agencies.**



## **BUILDING DEPARTMENT CHECKLIST** **(All 2007 California Codes apply)**

**General:** (Checklist is supplemented with redlined comments on drawings. Please reply to all comments.)

- ☐ Provide written responses to all comments. Can be directly on drawings (w/ a non-green color) or on an 8-1/2 x 11.
  - Please do not cross out or highlight building department comments.

Please resubmit the following:

- ☐ 3 copies of all drawings - 2 copies Structural calc's - 2 copies Title 24 Mechanical & Lighting Energy Calc's.
  - (Return completed dwg's, calc's, etc. of each previous Bldg. Dept. Review which has all redlined comments on them).
- ☐ Provide wet signatures on all construction documents, including Struct'l and Energy calc's. (dwg's, calc's, soils reports, etc.) - (No electronic or rubber signature stamps will be accepted). Electronic "Seals" are acceptable.
- ☐ Fill out an OCFA "Permit Screening Form" - (copies at front counter).
  - ☐ If OCFA approvals are required, provide submittal to City of Lake Forest Building Department for forwarding to OCFA for review, comment, and Approval.
  - ☐ Some conditions which may require OCFA review are; but not limited to: Assembly occupancies, High Rack Storage, Large quantities of chemicals, explosives, hazardous materials, Ansul Systems, Auto. Sprinkler installations or modifications, etc. (See screening form)
- ☐ List Project Name, Site address, APN # and project description on cover sheet.
- ☐ List all applicable codes on cover sheet: 2007 CBC, CPC, CMC, CEC, CFC, and 2007 Energy Code.
- ☐ (Provide all Energy Code Compliance forms ENV, MECH & LTG.) - see attached copy of "Appendix A" Compliance & Acceptance forms.
- ☐ Obtain all Planning Department approvals.
  - ☐ Change Plan Applications (If req'd)
  - ☐ Conditions of Approval (if req'd)
  - ☐ At issuance of a Building Permit.
  - ☐ Provide a full copy of the signed "Conditions of Approval" letter as the second sheet in drawings.
  - ☐ If in the Redevelopment Agency Zone, obtain and submit written approvals from the Redevelopment Agency and Planning Dept. that all the "Conditions of Approval" have been met.
- ☐ List all "Deferred Submittal" on the cover sheet under separate heading. (i.e. Fire Sprinklers, Fire Alarms, Signage, Stairs, etc.)
- ☐ List all "Special Inspections" under a separate heading on the cover sheet. (i.e. epoxy / rebar slab repair detail, etc.)
- ☐ Add "NPDES Notes" to cover sheet.

### **Code Analysis:**

- ☐ Provide a comprehensive code analysis of entire project being submitted.
  - If existing structures are involved, provide all existing code criteria for a complete analysis.
- ☐ List all criteria including those indicated below and show on plans / sections / details where required to properly communicate the building design:
  - Type of construction, occupancy classifications, height limits, occupancy separations, Areas, exiting exhibit(s) -
  - (include criteria for each space and show exiting flow)
    - fire areas, fire walls, fire barrier walls, corridors, horizontal exits, exit passageways, opening protection, etc.
- ☐ Provide all building criteria in table format. (Show all code table limits for height / area / frontage (area) / sprinkler increases / etc.
- ☐ Provide maximum occupancy sign and show location.
- ☐ Dimension all code required aisle clearances and accessibility floor clearance areas as required by the 2007 CBC, Ch. 11B.

### **Site Plan:**

- ☐ Provide project parking stall calculations and percentage handicap stalls.
- ☐ Indicate site accessible path of travel from the roadway to each building(s) / structure(s).
- ☐ Indicate accessible path of travel from handicap parking stalls to building(s) entrances.
- ☐ Indicate accessible path of travel from public way to building(s) entrances. (And exits if New Building).
- ☐ Show fire department vehicle access lane and all fire hydrants (New Building Projects)
- ☐ Show all dimensions between all buildings and all property lines and all adjacent structures / buildings. (New Building Projects)

### **Restaurants:**

- ☐ Provide Health Department approval letter.
- ☐ Provide Water District approval letter.
  - El Toro Water District or Irvine Ranch Water District. (Grease interceptors, floor sinks, etc...)
- ☐ Provide maximum occupancy sign and show location.
- ☐ Dimension all code required aisle clearances and accessibility floor areas as required by the 2007 CBC, Ch. 11B.



## NPDES NOTES

Notes must be shown as worded, on the title sheet of the plan.

1. In the case of emergency, call \_\_\_\_\_  
at Work Phone # \_\_\_\_\_  
or Home Phone # \_\_\_\_\_
2. Sediment from areas disturbed by construction shall be retained on site using structural controls to the maximum extent practicable.
3. Stockpiles of soil shall be properly contained to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tracking, or wind.
4. Appropriate BMP's for construction-related materials, wastes, spills shall be implemented to minimize transport from the site to streets, drainage facilities, or adjoining properties by wind or runoff.
5. Runoff from equipment and vehicle washing shall be contained at construction sites unless treated to reduce or remove sediment and other pollutants.
6. All construction contractor and subcontractor personnel are to be made aware of the required best management practices and good housekeeping measures for the project site and any associated construction staging areas.
7. At the end of each day of construction activity all construction debris and waste materials shall be collected and properly disposed in trash or recycle bins.
8. Construction sites shall be maintained in such a condition that an anticipated storm does not carry wastes or pollutants off the site. Discharges of material other than storm water only when necessary for performance and completion of construction practices and where they do not: cause or contribute to a violation of any water quality standard; cause or threaten to cause pollution, contamination, or nuisance; or contain a hazardous substance in a quantity reportable under Federal Regulations 40 CFR Parts 117 and 302.
9. Potential pollutants include but are not limited to: solid or liquid chemical spills; wastes from paints, stains, sealants, glues, limes, pesticides, herbicides, wood preservatives and solvents; asbestos fibers, paint flakes or stucco fragments; fuels, oils, lubricants, and hydraulic, radiator or battery fluids; fertilizers, vehicle/equipment wash water and concrete wash water; concrete, detergent or floatable wastes; wastes from any engine/equipment steam cleaning or chemical degreasing and superchlorinated potable water line flushing. During construction, permittee shall dispose of such materials in a specified and controlled temporary area on-site, physically separated from potential stormwater runoff, with ultimate disposal in accordance with local, state and federal requirements.
10. Dewatering of contaminated groundwater or discharging contaminated soils via surface erosion is prohibited. Dewatering of non-contaminated groundwater requires a National Pollutant Discharge Elimination System Permit from the respective State Regional Water Quality Control Board.
11. Graded areas on the permitted area perimeter must drain away from the face of slopes at the conclusion of each working day. Drainage is to be directed toward desilting facilities.
12. The permittee and contractor shall be responsible and shall take necessary precautions to prevent public trespass onto areas where impounded water creates a hazardous condition.
13. The permittee and contractor shall inspect the erosion control work and insure that the work is in accordance with the approved plans.
14. The permittee shall notify all general contractors, subcontractors, material suppliers, lessees, and property owners: that dumping of chemicals into the storm drain system or the watershed is prohibited.
15. Equipment and workers for emergency work shall be made available at all times during the rainy season. Necessary materials shall be available on site and stockpiled at convenient locations to facilitate rapid construction of temporary devices when rain is imminent.
16. All removable erosion protective devices shall be in place at the end of each working day when the 5-Day Rain Probability Forecast exceeds 40%.
17. Sediments from areas disturbed by construction shall be retained on site using an effective combination of erosion and sediment controls to the maximum extent practicable, and stockpiles of soil shall be properly contained to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tracking, or wind.
18. Appropriate BMP's for construction-related materials, wastes, spills or residues shall be implemented and retained on site to minimize transport from the site to streets, drainage facilities, or adjoining property by wind or runoff.

# Appendix A

## Compliance & Acceptance Forms

Certificate of Compliance Forms and Worksheets			
Envelope	Mechanical	Lighting	Outdoor Lighting
<b>ENV-1-C</b> Certificate of Compliance	<b>MECH-1-C</b> Certificate of Compliance	<b>LTG-1-C</b> Certificate of Compliance	<b>OLTG-1-C</b> Certificate of Compliance
<b>ENV-2-C</b> Envelope Component Method	<b>MECH-2-C</b> Air System, Water Side System, Service Hot Water & Pool Requirements	<b>LTG-2-C</b> Indoor Lighting Schedule <b>LTG-3-C</b> Portable Lighting Worksheet	<b>OLTG-2-C</b> Lighting Compliance Summary
<b>ENV-3-C</b> Overall Envelope Method	<b>MECH-3-C</b> Mechanical Ventilation	<b>LTG-4-C</b> Lighting Controls Credit Worksheet	<b>OLTG-3-C</b> Illuminated Area Calculation Worksheet
<b>ENV-4-C</b> Skylight Area Support Worksheet	<b>MECH-4-C</b> HVAC Misc. Prescriptive Requirements	<b>LTG-5-C</b> Indoor Lighting Power Allowance  <b>LTG-6-C</b> Tailored Method Worksheet  <b>LTG-7-C</b> Room Cavity Ratio Worksheet  <b>LTG-8-C</b> Common Lighting Systems Method  <b>LTG-9-C</b> Line Voltage Track Lighting Worksheet	<b>OLTG-4-C</b> Sign Lighting Compliance
Certificate of Acceptance Forms and Worksheets			
	Mechanical	Lighting	
<i>No</i>	<b>MECH-1-A</b> Certificate of Acceptance	<b>LTG-1-A</b> Certificate of Acceptance	<i>No</i>
<i>Acceptance</i>	<b>MECH-2-A</b> Ventilation Systems – Variable and Constant Volume	<b>LTG-2-A</b> Lighting Controls	<i>Acceptance</i>
<i>Requirements</i>	<b>MECH-3-A</b> Packaged HVAC Systems	<b>LTG-3-A</b> Automatic Daylighting	<i>Requirements</i>
<i>Available</i>	<b>MECH-4-A</b> Economizer  <b>MECH-5-A</b> Air Distribution  <b>MECH-6-A</b> Demand Control Ventilation  <b>MECH-7-A</b> Supply Fan VFD  <b>MECH-8-A</b> Hydronic Systems Control		<i>Available</i>